



## **Minutes of the 2013-2014 Board of Directors Teleconference November 19, 2013**

The 2013-2014 Board of Directors convened at 6 p.m. Pacific Standard Time on November 19, 2013 with International President, George Yen, DTM presiding. The other officers and directors present were: International President-Elect Mohammed Murad, DTM; First Vice President Jim Kokocki, DTM; Second Vice President Mike Storkey, DTM; Immediate Past International President John Lau, DTM; Chief Executive Officer Daniel Rex; Mike Barsul, DTM; Karen Blake, DTM; Joseph Gomez, DTM; Don Griffith, DTM; Pat Hannan, DTM; Mike Helm, DTM; Sharon Hill, DTM; Kristina Kihlberg, DTM; Lori Lococo, DTM; Khaled Matalagaitu, DTM; Deepak Menon, DTM; Richard Peck, DTM and Alan Shaner, DTM. Secretary/Treasurer Sally Newell Cohen was also present. International Director Tom Jones, DTM was absent.

The report of the Executive Committee was presented by First Vice President Kokocki and covered the following items considered during its November 18-19, 2013, meeting:

The 2013-2014 Toastmasters International Executive Committee met on November 18-19, 2013, with International President George Yen, DTM, presiding. The other officers present were: International President-Elect Mohammed Murad, DTM; First Vice President Jim Kokocki, DTM; Second Vice President Mike Storkey, DTM; Immediate Past International President John Lau, DTM and Chief Executive Officer Daniel Rex. Secretary/Treasurer Sally Newell Cohen was also present.

1. The Committee members discussed their recent district visits. The Committee appreciates the efforts of the districts to schedule corporate visits and recognition opportunities that maximize the traveling officers' impact.
2. The Committee reviewed and discussed the Toastmasters International 2012 Form 990: Return of Organization Exempt From Income Tax form that is filed with the United States Internal Revenue Service.
3. Club assignments to areas has long been a subject of difficulty for district leaders. To alleviate any confusion, Protocol 7.0: District Structure (attached) Section 1: Club Assignments has been revised to clarify the process of assigning new clubs to areas and realigning clubs at the start of each program year, and to address what occurs when a club moves from one district to another. In addition, Section 4: Reformed or Consolidated Districts has been modified to ensure that the majority of a district's Executive Committee has approved any request to establish a reformation committee. This amendment does not does not conflict with or supersede the right of the Board to initiate a reformation in any district.
4. To provide the International Leadership Committee with greater flexibility in its efforts to review, evaluate and identify leadership development potential and opportunities throughout the organization and to nominate officer and director candidates, the Committee recommends modifications to Policy 9.1: International Campaigns and



Elections (attached) that soften the announcement date for nominated candidates. In addition, the Committee recommends policy modifications that allow campaign teams to send up to two emails to district governors and lieutenant governors to schedule calls. These emails are not considered campaign mailings. Other modifications to the policy provide clarity and improve readability.

5. As a result of the recent United States government shutdown spanning multiple weeks in October, several clubs were unable to meet because their meeting locations were inaccessible. The Committee reviewed a request from District 27 to extend the deadline for October dues renewal for the clubs that were unable to collect dues from its members by October 1. The Committee extended the deadline to November 1 for District 27, as well as Districts 18 and 29, which were also affected. Other exceptions may be granted upon request at the discretion of Chief Executive Officer Daniel Rex.
6. The Committee reviewed the organization's performance in relation to its 2013-2014 goals.
7. The Committee reviewed the proposed budget for fiscal year 2014 and recommends approval.
8. The Committee reviewed the status of pending district reformations and approved district number assignments. District 20 in the Middle East was granted approval to establish a reformation committee in August 2013, but has since analyzed the district's status and determined that it will not require a reformation in the near future. District 70 is completing its due diligence and plans to submit its final proposal in February 2014. In October 2012, the District 70 Reformation Committee requested that number 90 be reserved for the future reformation. Since that time, Protocol 7.0 has been revised and future district numbers will be assigned sequentially. However, several district requests for specific numbers will be honored because they were agreed upon prior to the change in protocol.

District 21 in British Columbia, Canada will reform on July 1, 2014; number 21 will remain with the south district and number 96 will be assigned to the north. District 59, Continental Europe, will reform on July 1, 2014; number 59 will remain with the southwest district and number 95 will be assigned to northeast district. District 71, United Kingdom and Ireland, will reform on July 1, 2014; number 71 will remain with the northeast district and number 91 will be assigned to the southwest district. District 82, Southern India and Sri Lanka will reform on July 1, 2014; number 82 will remain with the south district number 92 will be assigned to the north district.

The Committee also granted a request from Founder's District to establish a reformation committee.

9. In August, the Executive Committee reviewed the status of the reformation of District 51, peninsular Malaysia, and recommended that District 80, Singapore and Thailand, which are separated by peninsular Malaysia, be included in the reformation process. The



committee reaffirmed its request to receive input from a joint District 51 and 80 reformation committee and has directed Chief Executive Officer Daniel Rex to communicate this message to the district leaders and provide direction and support as needed.

10. The meeting convened as the Strategic Planning Committee and began preliminary discussions to support the development of a new strategic plan that is anticipated to be released in August 2015.

The Board voted to accept and approve the recommendations and actions 1–3 and 5–10.

Separately, the Board voted by the required two-thirds majority to approve item 4, the Executive Committee's recommendation to modify Policy 9.1: International Campaigns and Elections (attached).

Pursuant to Policy 11.3, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted".

International President Yen adjourned the meeting at 7:45 p.m. PST on November 19, 2013.

Sally Newell Cohen  
Secretary/Treasurer

Distribution: Board of Directors  
Nonprofit General Counsel  
Chief Executive Officer

## District Structure

### 1. Club Assignments

- GA.** Area and division organization is defined and described in [Article XII, Sections 1, 3\(b\), and 3\(e\) of the Bylaws of Toastmasters International](#) and in [Article VI of the District Administrative Bylaws](#).
- AB.** When a new club is organized, it is assigned to the district within which boundaries it meets. Exceptions are only considered with the concurrence of the district councils involved and with the approval of the Board of Directors.
  - I.** The assignment of a new club to an area is made by the district governor, subject to approval by the district executive committee.
  - II.** **Changes to the alignment of a new club must be reported to World Headquarters by the district governor within 30 days of the club's charter date. Any changes received after 30 days will not be reflected until the following July 1.**
- BC.** **When a club moves its meeting location** ~~The transfer of the club meeting location~~ into the geographic boundaries of another district, **its does not change its district affiliation does not change** ~~without the approval of the Executive Director and until the next July 1. This change must be reported to World Headquarters and both district governors within 30 days of that date.~~
- D.** ~~The best interests of the clubs and district are taken into consideration when assigning clubs to areas within districts.~~
  - ~~I.—Consideration is given to size and types of clubs.~~
  - ~~II.—Areas must consist of four to six clubs, except in special circumstances.~~
  - ~~III.—A district may have an area with three clubs if efforts are made to charter a fourth club in the area.~~
- ED.** ~~Advanced clubs are not segregated into separate areas. The best interests of the clubs and district are taken into consideration when assigning clubs to areas within districts.~~
  - I.** Areas ~~must~~ consist of four to six clubs; **however, an area may consist of with three clubs on July 1 only when an if efforts** to charter a fourth club is in process. ~~are made to charter a fourth club in the area., except in special circumstances.~~
  - II.** **Under no circumstances may an area have more than six clubs on July 1.**
  - III.** **Advanced clubs may not be segregated into areas.**
  - IV.** Districts ~~are encouraged to~~ assign clubs to areas based upon:
    - a.** ~~Consideration is given to size and types of clubs. Geographic proximity to other clubs in that area~~
    - b.** **The ability of an area governor to effectively provide service**

- c. Club size and strength (e.g., paid, active, disbanding)
- d. Prospective clubs and expected growth
- e. The likelihood of eligibility for Distinguished programs (e.g., club base of the area or division)

E. A division must have a minimum of three areas.

~~F. The best interests of the clubs and district are taken into consideration when assigning clubs and areas to divisions. A division must have a minimum of three areas.~~

## 2. Territorial Councils

- A. The Board may create non-district administrative units called territorial councils in any undistricted territories for the purpose of forming new districts.
- B. The criteria for the creation of a territorial council is the evidence of potential growth of clubs and members in a specific geographical area within five years and the evidence of potential of at least 20 existing clubs therein for eventual district status.
- C. The clubs within a territorial council may organize an informal operating structure, electing such officers as needed to coordinate and guide a club growth program for district status. The clubs may plan and participate in training sessions, educational programs, speech contests, and other growth-oriented activities.
- D. Finances involved in the council's operation are sustained by the clubs therein.

## 3. Provisional Districts

- A. A territorial council may apply to the Executive Director for provisional district status when the following requirements are met:
  - I. The council has 45 or more clubs in good standing for two consecutive semiannual reporting periods.
  - II. Clubs which are council members acknowledge by written resolution an annual dues increase from the undistricted to the districted amount.
- B. Once granted provisional district status by the Board, a provisional district is entitled to administrative support from World Headquarters; a district number, which is the next sequential district number available; official participation in the Distinguished District Program; a district reserve account; applicable membership dues income; participation in the International Speech Contest; assignment to a region; visits from international officers, directors, and/or region advisors; and travel reimbursement to official district leader training and to the International Convention.
- C. A past provisional district governor is eligible to be nominated for election to the Board.
- D. Within three years after granting provisional district status, the Board reviews the progress of the provisional district. Performance in the Distinguished District Program is considered in the decision to grant full district status.

- E. After reviewing district progress, the Board either allows the provisional district to continue to function as a district or takes such action as it considers in the best interest of Toastmasters International.
- F. When a provisional district reaches 60 or more clubs in good standing, it may apply to the Board for district status.
- G. Before becoming eligible for full district status, each newly created provisional district is required to be in operation for a minimum of nine months ending on June 30, during which time it must adopt the [District Administrative Bylaws](#); elect officers, establish an organizational structure, and subdivide itself into areas; and operate district programs in alignment with Toastmasters International's governing documents.
- H. Any authorization to operate as a provisional district continues until full district status is granted or until it is otherwise terminated by the Board.

#### 4. Reformed or Consolidated Districts

- A. The Board reviews the status of districts with more than 240 clubs every three years, or sooner if necessary, to determine if reformation is in the best interests of Toastmasters International and the clubs.
- B. The Board may also consider consolidating a district with another district or districts if it has fewer than 60 clubs or fewer than 900 members.
- C. Any district with 200 or more clubs that wants to be considered for reformation may, **after approval by a majority of the District Executive Committee**, submit a letter of inquiry to the Executive Director for review with the Executive Committee. The Executive Committee provides its recommendation to the Board.
- D. If the Board approves the request or directs a reformation, the district governor appoints a reformation committee to conduct a detailed needs analysis that includes the following:
  - I. Map of proposed boundaries demonstrating that the reformed districts will have no fewer than 100 clubs each
  - II. Number of clubs, club strength, growth trends, growth potential, population, education, languages spoken, and geographic influences for both districts
  - III. Reasons why the reformation is in the best interests of the members, the clubs, the districts, and Toastmasters International
  - IV. Implementation strategy
  - V. Marketing plan projecting growth and identifying key market opportunities for both districts
  - VI. Succession plan identifying qualified future leaders in both districts
  - VII. Financial projections demonstrating the anticipated income and expense for both districts

- VIII. The needs analysis is submitted to the Executive Director for review with the Executive Committee. The Executive Committee provides its recommendation to the Board.
- E. The year prior to reformation, the district elects a district governor, two lieutenant governors education and training, and two lieutenant governors marketing. Each reforming district will have one lieutenant governor education and training and one lieutenant governor marketing.
  - F. The district with the oldest surviving club within its boundaries will retain the original district number. The other district will receive the next sequential number available. The number will be communicated to the district leaders no later than July 1 of the year prior to reformation.
  - G. District records through the reformation are retained by the original district. Copies of records essential to their proper administration are furnished to the newly formed district. Separate records are kept after the reformation.
  - H. Once the reformation takes place, World Headquarters distributes funds in the original reserve account to the reserve accounts of the reformed districts, according to the ratio of the number of membership payments made by clubs in each reformed district in the program year immediately preceding the reformation.
  - I. Funds in local district bank accounts must be divided according to the ratio of the number of membership payments made by clubs in each reformed district in the program year immediately preceding the reformation. World Headquarters shall oversee the allocation of funds at the time the bank accounts are established for the new district.
  - J. At any stage of the reformation process, districts may be asked to submit a progress report to the Executive Director.-
  - K. Additional reformation requirements may be determined necessary by the Board due to special circumstances.

## **5. District Consolidation**

- A. The consolidation of a district occurs on the initiative of the Board.
- B. The Board reviews the status of districts with fewer than 60 clubs every three years, or sooner if necessary, to decide if consolidation is in the best interest of the organization.
- C. When determining whether consolidation is appropriate, factors such as the number of clubs in the district, market potential within the district, past performance, leadership, and geography are considered.
- D. If it is determined that consolidation is in the best interests of Toastmasters International and the clubs, the district is advised that it is being considered for consolidation.
- E. If the district wishes to remain a district and not be consolidated, it is given the opportunity to develop and present a growth plan to the Board. The growth plan identifies potential markets within the district and provides a specific strategy and reasonable timeline for building 60 clubs and more.

- F. If a growth plan is accepted, the Board reviews the progress of the district each year and takes what action is in the best interests of Toastmasters International and the clubs.
- G. If a district is to be consolidated, the clubs in that district are notified of the date of consolidation. The Board takes whatever action necessary to ensure that the clubs involved have the opportunity to participate in elections or speech contests conducted by the district absorbing the clubs.

## International Campaigns and Elections

### 1. International Leadership Committee

- A. The International Leadership Committee (ILC) is defined and described in [Article VII, Section 3](#), nominations are governed by [Article VIII](#), and elections are governed by [Article IX, of the Bylaws of Toastmasters International](#).
- B. The ILC evaluates the organization's internal leadership development program and provides recommendations for improvement to the Executive Committee.
- C. ~~The~~ ILC members are appointed by the International President-Elect in February for term of service beginning September 1 of the same year. International officers and directors may recommend appointees.
- D. Three members of the ILC are past international presidents:
  - I. The past international president whose term as international president was completed 18 months prior to the February appointment serves as chair for one year.
  - II. The past international president whose term as international president was completed six months prior to the February appointment serves as vice-chair for one year and chair the following year.
  - III. One additional past international president is appointed by the International President-Elect to serve as a committee member for one year.
- E. Vacancies in offices held by past international presidents may be filled by any past international president, except by the Immediate Past International President.
- F. One member from each region serves a two-year term on the ILC. The member is a past international director or, if a past international director who is willing and able to serve cannot reasonably be found, a past district governor.
- G. Subject to Executive Committee approval, the International President-Elect may remove a committee member (the Executive Committee may also remove a committee member), grant a committee member a leave of absence, and fill a vacancy.
- H. Region advisors, district leaders (including the immediate past district governor), and campaign managers or other lead members of an international officer or director candidate campaign team do not serve on the committee.
- I. A committee member may not be a candidate for international office for one year after leaving the ILC nor serve two consecutive terms.
- J. Committee members may be reappointed only after a two-year absence from the committee, with the exception that a vacancy of one year or less may be filled by a committee member whose full term expired within the prior two years.

- K. The ILC nominates at least one and no more than two candidates for International President-Elect, First Vice President, and International President if there is no one to succeed to that position.
- L. The ILC nominates at least two and no more than three candidates for Second Vice President.
- M. The ILC nominates at least two and no more than three candidates for the open international director positions with the exception that one candidate may be nominated if another willing and able candidate cannot reasonably be found.
- N. The chair of the ILC has the following duties and responsibilities:
  - I. The chair schedules committee meetings, orients new committee members, develops and communicates meeting agendas and the meeting calendar, sets expectations for communication among committee members, and ensures that committee activities are carried out in a timely and appropriate way.
  - II. The chair organizes communication with candidates, ensures candidates are given full and fair consideration, and develops the timetable and expectations for candidate interviews.
  - III. The ILC chair upholds leadership attributes and provides feedback to the Executive Committee, through the International President, regarding the ILC process and leadership development.
- O. International Leadership Committee members are fair and open-minded.
  - I. Their responsibilities are to actively participate in meetings, keep all committee discussions and information confidential, study candidate materials, review survey results, conduct candidate interviews, listen to reports from other committee members, make informed decisions, suggest or recruit qualified candidates until nominations are announced, and seek ways to improve leadership development.
  - II. ILC members request reimbursement for telephone calls or other reasonable expenses within 30 days after the end of their term.
- P. International officer and director candidates may be self-declared candidates. The committee may receive names of qualified candidates or seek them out.
- Q. If a nominated candidate withdraws, the committee may nominate a replacement.

## **2. Candidate Assessment**

- A. Each officer and director candidate's competencies will be assessed by leaders who served with them in previous Toastmasters roles. The assessment will be administered each November by a professional assessment firm. The results will be provided to the ILC Chair and to each candidate.
- B. For second vice president candidates, the assessment tool is sent to:

- I. International officers who served while the candidate was an international director
  - II. International directors who served while the candidate was an international director
  - III. The region advisor from the same region who served while the candidate was an international director
  - IV. The candidate
- C. For first vice president and international president-elect candidates, the assessment tool is sent to:
- I. International officers who served while the candidate was an international officer and international director
  - II. International directors who served while the candidate was an international officer and international director
  - III. The region advisor from the same region who served while the candidate was an international director
  - IV. The candidate
- D. For international director candidates, the assessment tool is sent to:
- I. The region advisor (or the international director if there was no region advisor), lieutenant governor education and training (LGET), lieutenant governor marketing (LGM), immediate past district governor (IPDG), district treasurer and division governors who served while the candidate was district governor (DG)
  - II. The region advisor (or the international director if there was no region advisor), district governor, LGM and IPDG who served while the candidate was LGET
  - III. The region advisor (or the international director if there was no region advisor), district governor, LGET, IPDG and public relations officer who served while the candidate was LGM
  - IV. The candidate

### **3. Nominee Selection**

- A. Candidate interviews follow the timing, quantity, and schedule determined by the chair. Interviews are based on consistent interview questions developed by the committee.
- B. Committee members take into account assessment results, interviews, input from current and past leaders and other Toastmasters members, and candidate materials during their selection process.

- C. Each ILC member votes to nominate one candidate for International President-Elect, First Vice President, and International President if necessary and two different candidates for Second Vice President.
- D. If at least one-third of the committee members requests that a second or third candidate be nominated, each committee member may vote for as many candidates as are nominated.
- E. Committee member votes are confirmed in writing.
- F. To be nominated, a candidate must receive votes from at least a majority of the committee members.
- G. The chair participates in discussions about candidates and votes for each nomination.

#### 4. Nomination Results

- A. Once the candidates have been selected for nomination, the chair notifies nominated candidates and confirms their acceptance of the nomination. Candidates must verify their acceptance in writing to the chair.
- B. The chair notifies unsuccessful candidates.
- C. Candidate assessment results are only provided to the ILC and each respective candidate. Candidates must agree to maintain the confidentiality of their results before receiving them.
- D. All other candidate interview information is confidential, and the entire deliberative process of the ILC is confidential. Breaches of ILC confidentiality by anyone are subject to appropriate disciplinary action.
- E. All documentation, files, and reports are kept by World Headquarters for five years.

#### 5. Schedule

| Date                                              | Action                                                                                                                                                                        |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 1                                       | Call for candidate declarations.                                                                                                                                              |
| October 15                                        | Deadline for officer and director candidates to declare intent to be included in the assessment process.                                                                      |
| November 1                                        | Officer and Director Candidate Assessment conducted.                                                                                                                          |
| February 15                                       | ILC announces officer candidates <b>by this date, when practicable.</b><br>Floor candidates for officer positions may declare intent after ILC results have been announced.   |
| April 15                                          | ILC announces director candidates <b>by this date, when practicable.</b><br>Floor candidates for director positions may declare intent after ILC results have been announced. |
| At least 60 days prior to Annual Business Meeting | ILC nominations are published in the <i>Toastmaster</i> magazine and on the <a href="#">Toastmasters International website</a> .                                              |

## 6. Announcement of Candidacy and Distribution of Campaign Materials

- A. Candidates may confirm their intention to run for office after the close of the Annual Business Meeting by submitting a Letter of Intent to World Headquarters.
  - I. A Letter of Intent must be on file with World Headquarters before a candidate may engage in public campaign activities. Campaign materials may not be distributed until after the close of the convention.
  - II. By signing the Letter of Intent, the candidate acknowledges having read and understood the campaign policies and takes responsibility for the conduct of supporters.
  - III. A Letter of Intent, biographical information, and a photograph must be received at World Headquarters no later than October 15 for international officer and director candidates to be included in the assessment process.
- B. Eligible candidates who have not been nominated by the ILC may run from the floor at the Annual Business Meeting under [Article VIII, Section 3, of the Bylaws of Toastmasters International](#).
  - I. A Letter of Intent for the candidate must be on file with World Headquarters.
  - II. If a Letter of Intent for a floor candidate is on file, a competing nominated candidate shall be considered opposed.
- ~~C. Floor candidates have the same opportunities as nominated candidates with the exception of inclusion in the *Toastmaster* magazine, Candidates' Corner on the [Toastmasters International website](#) and in the Candidates' Brochure.~~

## 7. International Campaign Communications

- A. Candidates for second vice president and international director may only visit clubs, districts, and district leaders within their declared home region.
- B. Candidates may produce, ~~and~~ distribute **and post** audio, video, and electronic materials, but may not play them at district conferences or at the International Convention. Only the candidate and the candidate's representatives may distribute such materials.
- C. A campaign mailing is any message, unsolicited by the recipient, which promotes or publicizes a candidate. **Candidates shall only send two mailings:**
  - I. International officer candidates send the first mailing between October 1 and November 1; international director candidates send the first mailing between October 1 and December 1.
  - II. Both international officer candidates and international director candidates send the second mailing between July 1 and the election at the Annual Business Meeting.

- D. Unsolicited subscriptions to information by or about a candidate are not permitted.
- E. Communications by the district in connection with a candidate's presentation at a district conference and internal communications among campaign team members are not considered campaign mailings.
- ~~F. Candidates shall only send two mailings:~~
  - ~~I. International officer candidates send the first mailing between October 1 and November 1; international director candidates send the first mailing between October 1 and December 1.~~
  - ~~II. Both international officer candidates and international director candidates send the second mailing between July 1 and the election at the Annual Business Meeting.~~
- ~~FG.~~ World Headquarters provides contact information to a candidate only after having received the candidate's Letter of Intent.
  - I. The contact information is of the Board, region advisors, past international presidents, past international directors, immediate past district governors, district governors and lieutenant governors.
  - II. The contact information may only be used for campaign purposes.
- ~~GH.~~ **Second vice president and international director candidates or their representatives may contact district governors and lieutenant governors by email, no more than two times, to schedule a phone call. This email is not considered a campaign mailing and shall not contain any campaign material. However, no candidate for second vice president or international director nor their representatives may place unsolicited calls to district governors or lieutenant governors outside the candidate's district during the month of June. Calls among campaign team members are permitted.**
- ~~HM.~~ A Candidates' Corner shall be included on the Toastmasters International website. Candidate information may include a photograph, profile, website address, email address, and telephone number for contact purposes.
  - ~~I. Information about officer and director candidates who have submitted their Letters of Intent and biographical information by October 15 are placed on the Toastmasters International website Candidates' Corner by November 1.~~
  - ~~II. Candidates who submit their materials after October 15 are placed on the website as soon as practicable after receipt of the information.~~
  - ~~III. Only nominated candidates as determined by the ILC remain on the Candidates' Corner after the committee's report has been announced.~~
  - ~~IV. Floor candidates are not included in the Candidates' Corner after the Committee's report has been announced.~~

- ~~IN.~~ Only nominated candidates, as outlined above, appear in the Toastmasters International Candidates' Brochure. Floor candidates do not appear in the brochure.
- ~~JG.~~ Floor candidates have the same opportunities as nominated candidates with the exception of inclusion in the *Toastmaster* magazine, Candidates' Corner on the Toastmasters International website and in the Candidates' Brochure.
- ~~KI.~~ A candidate may have a website to promote his or her candidacy.
- I. It must stand alone and have its own URL.
  - II. A candidate's website may be linked or referenced only on the candidate's home club website, the Candidates' Corner on the Toastmasters International website, and in campaign mailings made by the candidate.
  - III. A blog may be included on a candidate's website. Automatic notices are allowed.
- ~~LJ.~~ A candidate may create campaign profiles on social media for the purpose of promoting his or her campaign.
- I. Campaign profiles must be separate from existing social media profiles that the candidate has.
  - II. ~~A-C~~ candidates ~~s~~ may link from existing social media profiles to ~~their candidate's~~ campaign profiles ~~s~~ and campaign website. **Candidates may link from their campaign social media profiles to their campaign website.**
  - III. Candidates may not use their non-campaign profiles for campaigning. Only the campaign profile may be used.
- ~~MK.~~ Candidate websites and social networking campaign profiles of both successful and unsuccessful candidates are removed within 10 days following the election.
- ~~NL.~~ Candidates are prohibited from participating in Toastmasters-related discussion groups on websites including social networking sites.
- ~~M.~~ ~~A Candidates' Corner shall be included on the Toastmasters International website. Candidate information may include a photograph, profile, website address, email address, and telephone number for contact purposes.~~
- ~~I.~~ ~~Information about officer and director candidates who have submitted their Letters of Intent and biographical information by October 15 are placed on the Toastmasters International website Candidates' Corner by November 1.~~
  - ~~II.~~ ~~Candidates who submit their materials after October 15 are placed on the website as soon as practicable after receipt of the information.~~
  - ~~III.~~ ~~Only nominated candidates as determined by the ILC remain on the Candidates' Corner after the committee's report has been announced.~~

~~IV. Floor candidates are not included in the Candidates' Corner after the Committee's report has been announced.~~

~~N. Only nominated candidates, as outlined above, appear in the Toastmasters International Candidates' Brochure. Floor candidates do not appear in the brochure.~~

- O. A candidate may use Toastmasters trademarks on campaign materials and websites, only after the candidate's Letter of Intent and biographical information has been received by World Headquarters. Use of the trademarks on any other items requires the written permission of the Executive Director.

## **8. International Candidate Endorsements**

- A. Photographs, audio, video, and electronic representations in all campaign material and displays, the candidate's website, and the candidate's campaign social networking profiles are limited only to the candidate. All quotes and testimonials in candidate campaign materials, displays, and on websites must have the written permission of those being quoted.
- B. District governors, lieutenant governors, region advisors, and international officers and directors must not take any action to endorse or to officially support any international officer or director candidate, including with photographs or quotes, or by placing a candidate's name in nomination. They are permitted to respond to the assessment tool and to questions from the ILC.
- C. Campaign materials for international officer and director candidates may be displayed in a Candidates' Corner at district conferences and the International Convention. Candidates or their representatives are responsible for the delivery, set-up, and removal of materials. Campaign materials may not be distributed at any other location.
- D. No candidate or candidate's representative may host a hospitality suite. A hospitality suite is defined as a room where refreshments are provided and attendance is open to any member.
- E. If a district or region hosts a hospitality suite, no candidate or candidate's representative, may give contributions or engage in political activities in the suite.
- F. A candidate may have a room for storing material and meeting with campaign workers, but the room may not be used for solicitation of votes.

## **9. International Campaigns in Districts**

- A. International director candidates, or their representatives, may present at district events only within their region. Candidates receive equal opportunity, with allotted time defined by the district governor. International director candidates may participate in other home district activities except the district nominating committee.
- B. International officer candidates, or their representatives, do not deliver a campaign speech at district events. Unopposed international officer candidates may give an educational presentation. International officer candidates may participate in other home district activities except the district nominating committee.

- C. District publications and websites that include information written by or about candidates must not be distributed beyond their regular distribution list. District publications and websites may not contain advertisements about candidates and may not contain articles or notices about candidates from outside the district.

## 10. International Campaign Violations

- A. Candidates are responsible for ensuring campaign supporters are familiar with campaign policies and understand that violation of policy subjects candidates to ramifications:
  - I. A level-one violation is a correctable, minor infraction.
    - a. The violation is investigated by the Executive Director. If the Executive Director cannot resolve the matter, it is turned over to the Executive Committee.
    - b. The candidate is educated and informed. When the matter is resolved, there are no further ramifications.
  - II. A level-two violation is one involving the election process or a continuing violation.
    - a. The Executive Committee investigates a level-two violation or assigns the investigation to the Executive Director staff.
    - b. An announcement of the violation is made prior to the election. This announcement occurs at an appropriate time and place as determined by the Executive Committee or on the [Toastmasters International website](#). A letter of censure may be issued to the candidate by the Executive Committee.
  - III. A level-three violation is one of campaign ethics.
    - a. A level-three violation is investigated by the Executive Committee, which may delegate it to the Executive Director staff.
    - b. Ramifications may include any or all penalties for level-two violations, a request for the candidate to withdraw from the race, and, in the most severe cases, removal from good standing or other disciplinary action which may disqualify the candidate.
- B. The Executive Committee's decisions are final. A candidate may not request that the Board modify or overturn the Executive Committee's decision, nor may the candidate contact Board members for the purpose of appealing that decision.

## 11. International Proxies and Credentials

- A. Proxies are defined in [Article X, Section 2 of the Bylaws of Toastmasters International](#).
- B. Annual Business Meeting proxies are available to clubs no later than July 10.

- C. When amendments to the [Bylaws](#) are to be voted on, there is a method in the proxy process for a club to indicate how it wishes its votes to be cast.
- D. A credentials chair and two vice-chairs are appointed by the International President:
  - I. The appointees are current or past Board members.
  - II. A person may be reappointed as chair after a three-year interval.
  - III. Appointees are responsible for the operation of the credentials process preceding the Annual Business Meeting.

## **12. International Candidates' Showcases**

- A. At the International Convention, a Candidates' Showcase occurs before the Annual Business Meeting for presentations by all international officer and director candidates.
- B. Prior to the International Convention, the International President appoints directors to serve as chair and co-chair of the Candidates' Showcase. Other directors are assigned as needed.
- C. Each candidate is limited to a two-minute presentation, and the chair interviews the candidate based on questions submitted by district leaders and members of the Board of Directors.
- D. The presentation schedule, with the names of all nominated and known floor candidates for international office, is prepared by World Headquarters.
- E. There is no census or poll taken of the delegates at a Candidates' Showcase.

## **13. Voting by Mail**

- A. The circumstances for holding an election by mail vote are stated in [Article IX, Section 4 of the Bylaws of Toastmasters International](#).
- B. The tentative process for conducting an election by mail vote is described in protocol, and such protocol shall be modified as needed and adopted as policy by the Board of Directors at such time as a mail vote is held.